



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Title: **Traffic Team Coordinator**

Class Code: 5311

Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Technical and administrative work coordinating, scheduling, and tracking the daily activities of assigned Traffic Engineering Team.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Coordinates the activities of a Traffic Engineering Team by scheduling and tracking daily operations. Coordinates with other agencies, cities, Florida Department of Transportation, other departments and divisions as necessary to complete work assignments.

Responds to questions and complaints from citizens and other governmental officials.

Provides training and instruction to assigned staff on traffic control devices, traffic data collection equipment, and safety devices.

Coordinates contractor activities and administers out-sourced work assignments.

Performs traffic engineering studies and supervises technicians regarding assigned work activities.

Coordinates the planning and construction of traffic control devices internally and externally with the Florida Department of Transportation, cities, railroads, and utility companies.

Initiates and effectively recommends to the Traffic Engineer, for final approval by the Department Director, hiring, termination, performance evaluations, disciplinary and/or commendatory actions for assigned personnel.

Coordinates the recovery of costs associated with emergency services and non-emergency services provided by the Traffic Engineering Division.

Prepares written reports, charts, graphs, and maps detailing results of traffic engineering studies, and makes presentations regarding study results. Maintains files, records, reports, inventories and study data as required.

Performs after hour on call duties as required by the Traffic Engineer.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of the principles and practices of traffic operations, including signing, marking, signal/signal system operations, and traffic studies. Considerable knowledge of maintenance of traffic plans, theory and application of emergency response plans, and alternative route planning. Considerable knowledge of computer applications in the field of traffic engineering. Possess a working knowledge of the M.U.T.C.D., and Florida Department of Transportation standard specifications.

Ability to supervise assigned personnel and meet established work schedules. Ability to understand and carry out supervisory directions. Ability to coordinate with county and other governmental agencies and officials. Ability to devise and administer contracts for contractors and consultants. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with others.

Associates Degree and four (4) years of experience in Traffic Engineering operations, including one (1) year supervisory experience. Must have experience in using Traffic Engineering computer applications and software.

Must possess and maintain a valid Florida Driver's License.

Must possess an IMSA work Zone Safety Certificate.

Must possess and maintain an IMSA Level III certificate in appropriate specialty, when required by position function as defined by the Traffic Engineer.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The normal work environment for this position includes technical work performed in the field and in an office area. Incumbents perform duties that include lifting, standing, stooping, sitting, walking over construction areas, and working in adverse weather conditions. Ability to maintain good physical condition sufficient to satisfactorily perform job duties and to walk on uneven surfaces.

